

**The Greene School
BOD Meeting Minutes
94 John Potter Rd
West Greenwich, RI
August 21st, 2013
6PM**

Open Session:

Call to order at 6:11PM

- Members present: Amy, Laura, Debbie, Jen, Dick, Karen, Paul, Christa, Kurt, Jim (Quorum present 10/12 members in attendance)
- Non- members present: Deanna Duncan and Gayle Jendzejek

Board Committee Organizational Session 6-7 PM

- Amy Pratt read standing committee descriptions from the new bylaws
- Jen Sherer assisted Amy with organizing committee names/chair people/members
- Major points discussed were
 - Governance needs assistance with nominating and we have a current need for a new Board member who is Human Resource certified, especially in Labor Law
 - Finance and Audit goal is to do 5 and 10 year projections, assist with capital campaign
 - Personnel should monitor staff/student handbook policies
 - Special committees should form as needed, such as facilities, fundraising, capital campaign, salary, grievance
 - All standing committees should have a chair person, set meeting dates/times, and have goals
 - Laura Clavette will follow up with an email to all Board members as to which committee they are assigned to.

Reading of the Mission Statement by Debbie Fletcher at 7:05PM

Welcome and Introductions

Gayle Jendzejek is visiting our meeting. She has a background in insurance practice, college advisory and finance.

Approval of the July 17th, 2013 open and closed meeting minutes.

1. Paul made a motion to approve the open and closed minutes from the 7/17/13 meeting. Jim 2nd. All agreed unanimously. Christa abstained from voting as she was not at the meeting.

Approval of the July 25th, 2013 meeting minutes (Board Strategic Planning Retreat).

2. Jen made a motion to approve the minutes from the 7/25/13 strategic planning retreat. Christa 2nd. All agreed unanimously.

Old Business:

1. Head Of School update (Ms. Duncan's Head of School report has been circulated electronically to all board members prior to this meeting)
 - a. Vote on potential hire of business manager
 - i. Ms. Duncan recommends that we hire Lisa Cash as our Business Manager
 - ii. Two people were interviewed for this position
 - iii. Dick motions to hire Lisa Cash, based on Ms. Duncan's recommendation. Paul 2nd. All agree unanimously.
 - b. Staff handbook and student handbook
 - i. Were circulated by email .

- ii. Jon, Melissa and Dee met two afternoons to accomplish these and then they were edited electronically and thoroughly reviewed by Jon Anderson, our attorney from Edwards and Wildman
 - iii. Dick suggests additions to the staff and student handbook- clarifications of closed session of Board meetings in the staff handbook and transportation for Saturday work in the student handbook.
 - iv. Paul makes a motion to accept the staff and student handbooks with some grammatical edits and the suggestions by Dick defined. Debbie 2nd. All agree unanimously.
- c. Vote on new teaching staff
 - i. One is a math teacher from the Compass school who will teach math to the lower grades
 - ii. The other teacher is a history teacher who student taught at an EL school in Maine. He will teach 9th grade history.
 - iii. Jen motions that based on Ms. Duncan's recommendations, to hire both teachers. Dick 2nd. All agreed unanimously.
 - iv. Other HOS updates included, how to determine what grade level a student is at, our campus is now entirely smoke free, charter renewal process to begin soon, some new people at RIDE again. We have received an 80 page long annual report due September 20th- there is a board part again this year.
 - v. Emergency assessment plan- specific inspections every year
 - vi. Fire marshall and health department have been to the school, inspections went well.
 - vii. Labor law has not been to the school as of yet.
 - viii. Safety assessment- Fire Marshall and police officer are out on vacation at this time. Ms. Duncan is going to set up a joint meeting when they return to get this finished.
 - ix. Kurt made a motion to accept the current safety assessment plan, Jim 2nd. All agree unanimously.
 - x. Implementation review will be done next month by Expeditionary Learning.
 - xi. Wireless internet initiative- each student has approximately 2 wireless devices
 - 1. We have applied to be a part of a RIDE wireless initiative and this will be done at no cost to us, funded by RIDE

Debbie Fletcher left the meeting at this point- 7:30PM

- 2. Finance Committee update
 - a. Need to schedule the auditor, Karen is hoping for monthly statements
 - b. Ms. Duncan was on the phone with Randy today: still not done closing our books. She has set a deadline of 8/31 for this to be done.
- 3. Facilities Committee update
 - a. Email from Bob Weygand that he is working on the Alton Jones lease and it will come in two weeks
 - b. We are on the Oct 7th Board of Education meeting agenda
 - c. Renovations are almost done in the annex- gained two new classrooms
 - d. Lease amendment vote
 - i. Karen made a motion that TGS will restore the annex back to how it was originally set up if Gateway requests it once we have vacated the building. Dick 2nd. All agree unanimously.

- ii. Amy is asking to have two drawers at the school for her to house important documents- would need to be locked.

New Business:

1. School emergency plan/Crisis Plan as previously reviewed by the facilities committee
 - a. Discussed previously in the Head of School report
2. Credit recovery for crew
 - a. 40 hours of community service and a reflection will be needed to pass crew in the event a student does not pass it during the school year.
 - b. Paul made a motion to approve the credit recovery requirement. Jim 2nd. All agree unanimously.
3. Website update
 - a. Change to Connected for web-hosting
 - i. Amy Pratt authorized the web site- hosting to change from O'Toole and Parr to Connected- whom the school uses for IT anyway.
 - ii. Paul made a motion to change our web-hosting from O'Toole and Parr to Connected. Kurt 2nd. All agreed unanimously.

At 8 PM, Paul made a motion to enter into executive session pursuant to R.I. General Laws 42-46-5 (a)(2) (litigation) , discussion of a complaint by a teacher. Jim 2nd. All agreed unanimously.

Gayle J left the meeting . Dee Duncan was invited to stay.

At 8:20PM Jim made a motion to end the closed session. Paul 2nd. All agreed unanimously

No votes were taken in closed session.

Paul made a motion to seal the minutes of the closed session. Christa 2nd. All agreed unanimously.

Laura made a motion to adjourn the meeting. Christa 2nd. All agreed unanimously.

Meeting adjourned at 8:27 PM